

1 March 1965

MEMORANDUM FOR: Chief, Logistics Services Division, OL

THROUGH : Records Management Staff
SPA-DD/S
Office of Security
SSA-DD/S

SUBJECT : Extend Secure Area in Room 4C24 and Convert Room 4C26 From a Restricted Area to a Secure Area.

REFERENCES :

- a. SPG Memo No. 1207, dtd 16 Nov 1964
- b. Memo For C/FI/ ☐ From C/FI ☐ dtd 18 Feb 1965
- c. Memo From C/PSD/OS to C/LSD/OL, dtd 28 Jan 1965
- d. Memo For ADD/S From SPA-DD/S, Number DD/S 63-0950, dtd 7 Mar 1963

25X1

1. It is requested that the secure area in Room 4C24 be extended approximately 6 feet into Room 4C26, to include the area already partitioned on that side of Room 4C26. This extension of the secure area in Room 4C24 will require the removal of the existing full height partition between Room 4C24 and 4C26 and replacing the door in the existing partition in Room 4C26 with a full height panel.

2. It is further requested that Room 4C26 be converted from a restricted area to a secure area, and install a 10' x 10' full height cubicle within Room 4C26 with a combination lock on the cubicle door.

3. For the operational necessity of the requested changes cited in paragraphs 1 and 2, please refer to references a and b.

4. The Office of Security will provide the requirements for extending the secure area in Room 4C24 and connecting the alarm system to control the entire area. Also, the Office of Security will provide specifications for converting Room 4C26 from a restricted area to a secure area, including the 10' x 10' cubicle which is intended to be a restricted area within the secure area in Room 4C26.

GROUP
Excluded from automatic
downgrading and
declassification

SECRET

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5. Preliminary estimates indicate that the cost of this job will run between \$3,500 and \$4,000. Funds for these alterations will be provided by the FI Staff.

6. Attached for your information are the following:

a. Copies of references a, b and c, outline the operational justification for this secure space expansion and conversion of a restricted area to a secure area. Reference d is forwarded for background information regarding initial conversion within Room 4C24.

b. Floor plan with changes shown thereon.

7. For further information or possible questions regarding the above request, please contact

25X1

Chief, FI Staff

Attachments:

Copies of refs a, b, d and d

Distribution:

Orig & 1 - Addressee

1 - FI,
1 - FI,
1 - FI,
1 - FI,

CONCUR

Records Management Staff

SPA-DD/S

Office of Security

APPROVED:

DD/P

DD/S

SECRET

Security 11

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

DATE

TO: (Officer designation building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/FI/

2. C/FI

3. Records Management

4. SPA-DD/s

5. Office of Security

6. SSA-DD/S

7. C/LSD/OL

8.

9.

10.

11.

12.

13.

14.

15.

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FORWARDED

FORM 3-62

610

USE PREVIOUS EDITIONS

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☐ UNCLASSIFIED

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	<input checked="" type="checkbox"/>	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	[Redacted]		
2	4C-44, Headquarters		
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	<input checked="" type="checkbox"/> INFORMATION	SIGNATURE	
Remarks:			
<p>Stan:</p> <p>Returned per your request.</p> <p>[Redacted Signature]</p> <p>Records Management Officer</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.		DATE	
604 - 1016 16th St.		5 March 1965	
UNCLASSIFIED	CONFIDENTIAL	<input checked="" type="checkbox"/>	SECRET

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(40)
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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL
<input type="checkbox"/>		<input type="checkbox"/>	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Space Allocation and Facilities Branch		
2	1J-45, Headquarters		
3			
4			
5			
6			
<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE
<input type="checkbox"/>	CONCURRENCE	<input checked="" type="checkbox"/>	INFORMATION
<input type="checkbox"/>		<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>		<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>		<input type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
Remarks:			
This office made a review of the attached request for converting Room 1D-1613 into a secure area.			
Although this request is basically concerned with			
files from Room 5F-38, which is presently over-crowded.			
As this secure area will permit the use of shelf filing, I, therefore concur from a Records Management viewpoint.			
Chief, Records Administration Staff			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
604 - 1016 16th St.			4/21/65
<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL
<input type="checkbox"/>		<input type="checkbox"/>	SECRET

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UNCLASSIFIED	CONFIDENTIAL	SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1			
2	1016 16th St.		
3			
4	Space Allocation and Facilities Branch		
5	1J-45, Headquarters		
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
X	COMMENT	FILE	X RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
<p>Remarks:</p> <p>Subject: Request for Secure Area, GE-78, Hqtrs.</p> <p>Examination of this request indicates that this is basically a Security problem rather than a Records Management problem.</p> <div style="border: 1px solid black; width: 200px; height: 40px; margin: 10px auto;"></div> <p style="text-align: center;">Chief, Records Administration Staff</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Space Allocation and Facilities Branch 1J-45, Headquarters			4/26/65
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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments